

**Office of Planning, Washington, DC  
2010 Summer Internship Work Plan**

<b>Area of Specialization:</b>	Land Use and Zoning, Mapping/Graphics
<b>Work Topic:</b>	DC Zoning Review support and research
<b>Deliverables:</b>	Research reports, presentation of project results
<b>Application Submission Deadline:</b>	Friday, April 2, 2010
<b>Dates of Internship:</b>	May – August, 2010 (12 weeks)
<b>Minimum Hours/Week:</b>	40 hours/week
<b>Compensation:</b>	This is an unpaid internship. OP is willing to host students enrolled in a class for academic credit. Please provide required documents for program
<b>Supervisor:</b>	Travis Parker/Jennifer Steingasser

**Work Description:**

The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation and revitalization of our distinctive neighborhoods, by informing decisions, advancing strategic goals, encouraging the highest quality outcomes, and engaging all communities. OP is currently working to update the District's zoning ordinance. The Zoning Update team has need for a motivated and capable staffer to help with the creation of the new zoning code.

The work plan for the Zoning Review intern position will include research on specific topics, creation of presentations and reports detailing research findings, assistance with the preparation of graphics, and field testing of proposed regulations. Furthermore, the interns will be responsible for the following:

- Assist Zoning Review staff with preparation for public meetings
- Prepare weekly status reports on study progress
- Assistance with the creation of graphics to portray information
- Meet regularly with Zoning Review staff to coordinate data collection with zoning review requirements
- Present project results to OP staff

Expertise in ArcMap GIS and Google Sketch-Up is desired, but not required.

If you are interested in this internship experience, you must complete and submit an internship application no later than Friday, April 2, 2010. Resumes will not be accepted without a completed application.

**PLEASE NOTE: Applications will not be accepted after Friday, April 2, 2010.**

Application can be found at:

[http://planning.dc.gov/planning/frames.asp?doc=/planning/lib/planning/internship/blankopinternapplicati  
on.pdf](http://planning.dc.gov/planning/frames.asp?doc=/planning/lib/planning/internship/blankopinternapplicati<br/>on.pdf)

Be sure to note on your application that you are interested in the: "DC Zoning Review Support and Research" Internship.

